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Pre-Proposal Conference Summary

RFP No: S00R6400009

RFP Title: Evaluation, Measurement, and Verification of EmPOWER Maryland, Low-Income, Energy Efficiency Program Services

The following is a summary of items discussed at the Pre-Proposal Conference held on June 15, 2016. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 11:20 a.m. Jada Fletcher from DHCD Procurement presided and opened the floor to introductions. Twenty-two people attended, including 17 representatives from 15 unique vendors. Ms. Fletcher asked that questions be held until the end of the meeting.
- **Overview:** Ms. Fletcher explained that the services being solicited are a mandate of the Maryland Public Service Commission and that the contract term is five years, with no renewals. She deferred to Scott Falvey, Senior Program Manager from the Community Development Administration's (CDA) Energy group, to go into detail.
- **Proposal Due Date & Time and MBE/VSBE Goals:** Ms. Fletcher confirmed the proposal due and time and the subcontractor participation goals for Minority Business Enterprises (MBEs) and Veteran-owned Small Business Enterprises (VSBES).
- **Susceptibility for Award:** Ms. Fletcher explained that two factors can automatically render a technical proposal not reasonably susceptible of being awarded a contract: (1) not providing documentation of minimum qualifications, and (2) omitting or incorrectly completing MBE and VSBE forms. She encouraged vendors to submit any questions before the question deadline to lessen this risk.
- **Mandatory Terms & Conditions:** Ms. Fletcher called attention to Section 1.24 of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a technical proposal being rejected.
- **Office of Fair Practices (OFP):** Gordon Outlaw, Director of the Office of Fair Practices, invited vendors to contact him (301-429-7416 or gordon.outlaw@maryland.gov) with MBE/VSBE questions regarding the required forms.
- **CDA Energy:** Mr. Falvey expanded on the scope of work and opened the floor to questions.
- **Vendor Questions:** Vendors asked questions regarding the scope of work and the procurement process, which will be answered in a separate Q&A document.
- **MBE/VSBE Presentations:** MBE and VSBE vendors who attended were invited to stand and give a brief summation of their companies' certification and capabilities. Several vendors did so.
- **Adjournment:** The meeting closed at 11:50 a.m. All vendor attendees signed in and left business cards. Vendors stayed for ten minutes to network.

